	ESWAR COLLEGE OF ENGINEERING: NARASARAOPET Approved by AICTE, New Delhi Affiliated to JNTUK, Kakinada Sponsored by Shaik Dada Saheb Charitable Trust, Narasaraopet. Kesanupalli Village, Narasaraopet – 522 601, Guntur Dist. A.P.
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IT POICY

1. IT Upgradation Policy

- The information technology infrastructure encompasses hardware, software, network resources, and related services.
- Moreover, the institution utilizes a range of software, including widely-used applications such as Microsoft Campus License, ERP, Tally, and others. Additionally, each department utilizes software tailored to its specific needs.
- Acquisition of hardware and software
- Prior to procuring or upgrading IT equipment, the Head of the Department (HoD) is required to seek approval from the principal.
- Following a thorough comparison study, the seller is identified and an order is placed, prioritizing items of high quality.

2. Hardware Repair & Maintenance:

- Technicians are responsible for conducting daily checks on all laboratory equipment to ensure their proper functionality.
- In the event of a hardware issue reported by faculty or students, an initial entry should be logged with the respective Technician. Upon identifying the service requirement, the Technician will conduct an initial inspection and resolve the issue. Any additional queries or checks will be directed to the System Administrator.

3. Hardware Up gradation:

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- The organization consistently recommends branded PC models such as HP, Dell, and Zenith.
- The department will monitor the required PC configurations and components for new laboratory programs or courses, submitting a request for a budget increase in the next available cycle.
- Departments must diligently conduct warranty checks and take appropriate action if equipment performance deviates from expected standards.
- Equipment upgrades can be achieved through component enhancements, such as memory, HDD, graphic cards, projectors, or by replacing the entire device through a buyback mechanism, based on equipment specifications and performance parameters.
- Lower configuration systems can be utilized for basic programming practices.
- Prior approval of specifications and requirements by the principal is necessary.

4. Software Up gradation:

- Software upgrades or new acquisitions will adhere to curriculum needs and industry benchmarks.
- Faculty members and technicians are expected to keep abreast of new technologies, including operating systems and software, introduced in their workplace, and be ready to manage them effectively.

Internet Upgradation:

The internet bandwidth will be annually increased in accordance with both the demand and the guidelines set forth by A1CTE/AU.

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